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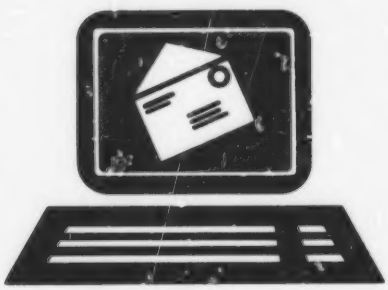
ENTER MAIL at NIH

March 1988



Computer Center Branch
Division of Computer Research and Technology
National Institutes of Health
Bethesda, Maryland 20892

COMPLETED

ORIGINAL

ENTER MAIL at NIH

Electronic Mail - Connecting personal computers and terminals in offices and laboratories across the hall and around the world

March 1988

Computer Center Branch
Division of Computer Research and Technology
National Institutes of Health
Bethesda, Maryland 20892

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INTRODUCTION

ENTER MAIL, the state-of-the-art electronic communication system of the NIH Computer Center, provides communication at electronic speeds, across the hall or around the world. The facilities of ENTER MAIL allow anyone with a personal computer and a modem to communicate with associates and colleagues in the Washington, D.C. area and throughout the world. The features of ENTER MAIL make it an invaluable tool in the office and laboratory:

- Instantaneous Delivery -- Electronic communications are available to be read the instant they are sent.
- Local and International -- Mail and documents can be exchanged with anyone accessing the NIH Computer Center, or with scientists and researchers worldwide via the BITNET international network.
- Collaborate on Research Papers -- Drafts of research papers can be transmitted and comments returned in a matter of hours rather than the weeks involved with paper transmission.
- Stop "Telephone Tag" -- Leave electronic mail rather than a message to return a call, saves time and frustration.
- Schedule Meetings -- With the acknowledge facility available when sending or replying to mail, the person scheduling a meeting can be sure that all potential attendees have read the notice.
- Distribute agendas and minutes -- Groups are easy to define; send out the agenda and minutes to everyone on the distribution list without the delays of interoffice mail.
- Send memos, messages, and notes -- Sending, replying to, and forwarding of correspondence can be accomplished effortlessly.

With simple, easy-to-remember commands, anyone can read, reply to, forward, and send mail electronically. Each person can create a system for filing incoming and outgoing mail that is unique to his or her own needs. Once files have been created, they can be easily searched and information quickly retrieved. A built in directory enables anyone to find the name, identifier, address, and phone number of other NIH mail users. When transmitting mail, the sender can request that an acknowledgement be returned when each receiving person reads the mail. With ENTER MAIL, you can set up electronic distribution lists so it's easy to send correspondence to groups of people, just as memos have distribution and "CC" lists. Since the NIH Computer Center has access to international networks via BITNET, scientists and researchers can communicate with fellow researchers worldwide. All this and more is available to anyone who knows how to use a personal computer!

Anyone at NIH or working for a government agency can use ENTER MAIL. If you are not already a user of the NIH Computer Center, then an account and registered user initials must be established. If you do not already have an account and registered user initials, an application form is included with this manual; send the form to the Project Control Office, or call (301) 496-6146 for information.

--Using This Manual

Although others are welcome, this manual is designed to help someone who has an IBM compatible personal computer to use the facilities of ENTER MAIL. The PC must be equipped with a modem to access ENTER MAIL, and it is assumed that the reader knows (or can find out) at what speed the modem operates.

ENTER MAIL has an excellent HELP facility which can be invoked at any time by typing "?" or "help," but, inevitably, you need to know something before you can get to the HELP, and you may feel more comfortable using ENTER MAIL if you know something about it before trying it out for the first time. Providing that essential "start-up" information and an overview of the ENTER MAIL facility is the purpose of this manual.

-- Accessing ENTER MAIL

To access ENTER MAIL, you need a personal computer (PC) with an ASCII terminal emulator and a modem. If you have an IBM compatible PC, the Computer Center's Technical Information Office (301) 496-5431 will supply a terminal emulator (Kermit) at no cost. Kermit is supplied on either a 5 1/4" or 3 1/2" diskette. The diskette has a file with installation instructions, and a label on the diskette tells how to read the file.

If you wish to continue using a terminal emulator you already have, the following parameters should be set to communicate with ENTER MAIL:

. Speed as determined by the modem being used
. Even Parity
. 7 Data Bits
. 1 Stop Bit
. Local Echo

For non-protocol uploading, the turnaround character should be set to control-Q (XON). Do not use XON-XOFF protocol. Consult the documentation for your terminal emulator to see how to set these items.

Once the terminal emulator has been configured, simply dial (301) 492-2221, and you are ready to identify yourself. Each user is identified by registered initials and account. The first time you sign on, you will be asked to set a keyword. Whatever you type will be remembered and you will be required to specify it for future signons.

In the following example, a person with registered initials "iii," account "aaaa" and a keyword of "kkk" is signing on. What the user types is in lower case bold print. The Enter key (ENTER) on the keyboard is pressed after each response.

CONNECTED (this may vary by modem)
,genl(ENTER)
(some informational messages will be displayed)
INITIALS? **iii**(ENTER)
ACCOUNT? **aaaa**(ENTER)
KEYWORD? **kkk**(ENTER)
TERMINAL? **x99**(ENTER)
? **enter mail**(ENTER)

The mail facility will be invoked. When you have finished reading mail, the ? prompt will appear, respond by:

? **end clear**(ENTER)

and you will be disconnected. Even when you are not signed on to the system, mail sent to you will be accumulated and ready the next time you ENTER MAIL.

ENTER MAIL is just one of many facilities offered through the NIH Computer Center's WYLBUR system. After becoming familiar with ENTER MAIL, you may wish to try other ENTER commands, such as ENTER PUBWARE to order documentation describing other services of the Center's IBM 370 facility. For example, instead of calling the Technical Information Office, you could order the Kermit terminal emulator diskette by typing **enter pubware**, choosing the option to order manuals, and selecting category "5."

BASIC MAIL HANDLING

Mail sent to you is accumulated at the NIH Computer Utility. To read your mail, sign onto WYLBUR and type **enter mail**. At that time, your pending mail will be read and the Mail Index (a summary of your mail) will be displayed. Each piece of mail (called a mail item) is handled separately with the oldest mail item first. To begin, press the Enter key on the keyboard. The contents of the first mail item will be listed on your terminal, and you will be presented with the "Command?" prompt. ENTER MAIL is a "command-driven" system; that is, in order to perform a function, you type a command in response to the "Command?" prompt. For example, to forward mail, you would type the FORWARD command, to reply to mail, you would type the REPLY command, etc.

The mail item being read is listed one screen at a time. At the end of each screen, the listing will stop. Press Enter to continue to the next screen or BREAK to stop the listing.

To move to the next mail item, type **read** or just press the Enter key. The prompt "HOLD, DISCARD, or SKIP:" will appear. Before another mail item can be read, you must specify that the current mail item be held or discarded (don't worry about skip right now). If it is held, it will remain in your mail when all processing is finished. If it is discarded, it will be removed from your mail when all processing is finished. If the current mail item is to be held, reply **hold**. If it is to be discarded, reply **discard**. Once you have replied to this prompt, the next mail item is listed.

After several mail items have been read, you may find it clumsy to enter two commands to move to the next mail item. This can be easily circumvented. When you are ready to move to the next mail item, type **hold** to hold the mail item or **discard** to discard it. If you respond with one of these prompts, the current mail item will be held or discarded, as specified, and the next mail item will be read.

When the last mail item has been read, "End of Mail" is displayed. At this time, you should respond **end** to the "Command?" prompt in order to terminate mail processing. If any mail items have been discarded, you will be asked to confirm that they are to be discarded from your mail. After this confirmation is received, all discarded mail items are actually removed from the mail, the remaining mail is saved for future processing, and ENTER MAIL is terminated. Any new mail sent to you will be added to the end of the saved mail. If someone sends you mail while you are reading mail, it is not automatically added to the mail being read. You will be given the option at the end of the session to read the new mail.

-- HELP Facilities

If you respond to the "Command?" prompt with a "?", you will be asked to select the Basic, or Advanced Help menus. If you are just learning ENTER MAIL, look at the Basic menu. After you feel comfortable with the features of basic mailing, start looking at the Advanced menu. You can skip the first menu by replying "**? basic**" or "**? advanced**" to the "Command?" prompt.

Information about any ENTER MAIL command can be displayed by responding to the Command? prompt with "? command-name". For example:

Command? **? reply**(ENTER)

would display complete information about the REPLY command. A response of "?" to any ENTER MAIL prompt will provide additional information about the prompt. For example:

Volume: ?(ENTER)

would display information about what replies may be entered in response to the "Volume:" prompt. After the information is displayed, the prompt will reappear.

ENTER MAIL is fully supported by the NIH Computer Center. To contact the staff of the Computer Center with a question or problem about ENTER MAIL, call (301) 496-5525 Monday through Friday from 8:30 am to 1:00 pm. Outside of these hours, type **enter ptr** in response to the WYLBUR "?" prompt and you will be prompted for details of your question or problem. This information will quickly be forwarded to our staff for processing.

BASIC EDITING FOR MAIL PROCESSING

ENTER MAIL uses the word processing facilities of WYLBUR to create text for sending, forwarding, and replying to mail. WYLBUR has an extensive command language, but you will only need to know a few commands to be able to create mail. When the SEND, FORWARD, or REPLY commands are issued, you will be put into WYLBUR mode in order to create the desired text.

-- Creating Text

WYLBUR will then prompt with a line number followed by a "?". Each line of text must be entered individually, as you would from a typewriter, and followed by Enter (or Carriage Return). When you have entered all the text for one line, hit Enter and WYLBUR will prompt you for the next line of text. If you make a typing error before hitting Enter, it can be corrected by backspacing over the error and retyping. (The cursor and insert and delete keys cannot be used to make changes.) If you detect an error in a line after hitting Enter, the DELETE, INSERT, and CHANGE commands, described below can be used to correct it. When you have entered all the lines, hit the BREAK key, and you will be prompted with ">?" which shows that WYLBUR is waiting for another command.

```
Command? send(ENTER)

Create your mail line by line; press BREAK when finished

   1.     ? Dear Bob,(ENTER)
   3.     ? (ENTER)
   3.     ? Thank you for sending me the notice about the change in (ENTER)
   4.     ? the time of the meeting.  I will be there, see you then.(ENTER)
   5.     ? *** (BREAK)

Edit your mail; type END in response to >? when you are done
>?
```

In this example, four lines of text were entered. Note that each line was assigned a line number (1 through 4). As we will see later, this number can be used if you wish to make changes to the text. When all the text was entered, BREAK was typed in response to the line number prompt. If you want to add more text, type **collect** and you will be prompted again starting at line 5.

Whenever you want to perform an editing function such as collecting, replacing, or deleting text, you must give WYLBUR a command. To give WYLBUR a command, type the name of the command followed by Enter in response to the ">?" prompt.

-- Listing Text

The LIST command is used to display the text that has been collected for mailing, for example:

```
>? list(ENTER)
   1.    Dear Bob,
   2.
   3.    Thank you for sending me the notice about the change in
   4.    the time of the meeting.  I will be there, see you then.
>?
```

In this example, the LIST command displayed the text that had been collected above. If you wished to list only part of the text, the LIST command could be followed by the starting/ending line numbers you want to see. In the above example, **list 3/4** would display only lines 3 through 4. When the REPLY or FORWARD command is issued, the LIST command will display both the text of the mail item and your annotation. Listings can be stopped at any time by pressing BREAK.

-- Deleting Lines of Text

The DELETE command is used to delete (or remove) lines of text. To remove one or more lines, type the DELETE command followed by a line number (to delete one line), or starting/ending line numbers to delete a series of lines. Examples:

>? **delete 3**(ENTER)

would delete line 3 from the text.

>? **delete 2/5**(ENTER)

would delete lines 2 through 5 from the text.

-- Inserting Lines of Text

The COLLECT command is used to enter a series of text lines. If you wish to enter just one line (for example, if you wish to replace a previously deleted line), the INSERT command can be used. To insert a line, type **insert** followed by the line number you wish the new text to be assigned. You will then be prompted for that line; type the text of the line followed by Enter (just like COLLECT), and the line will be added to the text. For example:

>? **insert 3**(ENTER)
    3.   ? **the time and date have been changed**(ENTER)
>?

will place the specified text at line 3.

There will be times when you want to add a line between two other lines. This can be accomplished using "partial line numbers." Notice that when the COLLECT command prompts you for line numbers, there are no numbers to the right of the decimal point. This is to allow you to insert text between lines. For example, line 3.1 will be between lines 3 and 4. You can specify up to 3 digits to the right of the decimal point (i.e. 3.999 is the largest line number less than 4.).

Partial line numbers can be used with the INSERT command as follows:

>? **insert 3.1**(ENTER)
    3.1   ? **Please meet me at the airport at 3:10, thanks.**(ENTER)
>?

would insert the new text after line 3 and before line 4. If another INSERT command specified line 3.2, the text would be placed after line 3.1 and before line 4.

-- Changing Text

You do not have to delete and reenter new text via the INSERT command in order to make changes to your text. The CHANGE command can be used to change text within one or more lines. The format of the CHANGE command is:

CHANGE 'source string' TO 'change-to string' IN line number(s)

The source string is the characters you wish to change. The change-to string is what you want them changed to. The line number(s) are one or more line numbers in which you want this change made. For example:

>? **change 'Saturday' to 'Sunday' IN 4**(ENTER)

would change the word Saturday to the word Sunday in line 4.

>? **change 'seprate' TO 'separate' in 3/10**(ENTER)

would correct the spelling of seprate in lines 3/10. If you want the change to effect all lines of text, type ALL as the line number.

>? **change 'seprate' TO 'separate' IN ALL**(ENTER)

would correct the spelling of seprate in all lines of text.

-- Terminating Mail Editing

When you have finished creating and editing the mail, type **end** and the process for which you were creating mail (send, forward, reply) will complete.

>? **end**(ENTER)
Mailing Ids and Options:

After typing **end**, you will be prompted for any needed mailing ids and options, and the mail will be transmitted.

WYLBUR is a powerful text editing, document formatting, and batch job submission facility. The capabilities presented here are the minimum commands necessary to perform editing for sending mail. If you want to learn more about WYLBUR, contact the Technical Information Office (301) 496-5431 and ask for the WYLBUR Quick Introduction manual. An interactive course that you can take from your personal computer or terminal is also available; to try it, type **enter abc** after you finish mail processing.

BASIC MAIL FILING

The FILE command allows you to add the mail item being read to an electronic mail file. A mail file is a collection of related mail items that has a name of your choosing. You can create as many files as are needed. Files are sometimes organized by subject, sender, time, etc. Each file consists of a 1 to 8 character name and an optional 1 to 45 character description. The description makes it easier to remember what type of mail is contained in a file. When you type "FILE file-name" (where file-name is the 1 to 8 character file name into which you want the mail item filed) in response to the "Command?" prompt, the mail that was being read is added to the end of the specified file. If you haven't created this file yet, it will be created for you. You will be asked to supply a Dsname (respond by pressing Enter and one will be chosen for you); a volume (type one in, or press Enter and one will be chosen for you); and a description. When all the information has been supplied, the file will be created and the mail item added to it. The SHOW FILES command can be used to display the names and descriptions of all your files. To access mail that has been filed, type GET FILE file-name, and the mail in the specified file will be available for reading. All the commands that are used to read regular mail can be used to read the mail file. To learn more, see "Filing Mail" from the Advanced Mail Help menu.

FORWARDING MAIL

The FORWARD command allows you to forward the mail item being read to one or more people. When **forward** is typed in response to the "Command?" prompt, you will be presented with a menu that provides annotations such as "For Your Information", "Please Comment", etc. that may be included with the forwarded mail. You may pick one or more of these, or choose to have the mail forwarded as is. One of the options allows you to add remarks before the mail is forwarded. If this option is selected, you will be put into WYLBUR mode to add the remarks. When the remarks are complete, type **end** and you will be asked to specify Mailing Ids and Options. Respond to this prompt with the ids of the people to receive the forwarded mail, or press Enter and you will be presented with a menu that allows you to select mailing ids and options. To see a complete description of the FORWARD command, type "**? forward**" in response to the "Command?" prompt.

REPLYING TO MAIL

The REPLY command allows you to send an electronic reply to the mail item that is being read. The original mail item can be included with the reply, or you may construct the reply by itself. When you respond **reply** to the "Command?" prompt, you will be asked whether or not you want the original mail item included with the reply. After responding to this question with YES or NO, you will be put into WYLBUR mode to construct the reply. When the reply is completed, type **end** and you will be asked for Mailing Ids and Options. Respond to this prompt with the ids of the people you wish to receive the reply, or press Enter and a menu will be displayed that allows you to choose ids and mailing options. For a complete description of the REPLY command, type "**? reply**" in response to the "Command?" prompt.

OBTAINING A HARDCOPY LISTING OF MAIL

There are two ways of obtaining a hardcopy (paper) listing of the mail item being read. If you type **print** in response to the "Command?" prompt, the mail item being read will be "queued for offline printing." When you terminate ENTER MAIL, this item and all other mail items flagged for offline printing will be sent to the printers at the NIH Computer Center for printing. Respond to the "Options:" prompt by pressing Enter. Each mail item will start at the head of a page; the output will be put into the specified user output box at the central computer facility in Building 12A. For information on obtaining access to an output box, contact Output Distribution Services, Building 12A, Room 1000, telephone (301) 496-5815.

If you have a personal computer with an attached hardcopy printer, a listing of the mail can be generated on the attached printer. If the mail item being read is small (i.e. one screen or less), type **list** in response to the "Command?" prompt, and the mail item will be listed on the screen (this is not necessary if the mail is still on the screen from the original listing). Once the mail has listed on the screen, press the PrintScreen key on the PC and the text of the mail will transferred to the printer. If the mail being read is longer than one screen, respond to the "Command?" prompt by typing **list** Ctrl-PrintScreen and Enter. This will cause the mail to list on the screen and the printer at the same time. When the mail is through printing, press Ctrl-PrintScreen to stop the screen-printer duplication. Note -- this technique will work if you are using the Kermit terminal emulator supplied by the NIH Computer Center, and with the Telios terminal emulator. Other emulators may require a different procedure.

SENDING MAIL

The SEND command allows you to create and send mail to one or more people. When you type **send** in response to the "Command?" prompt, you will be put into WYLBUR mode to create the mail. When the mail is finished, type END, and you will be prompted for the ids of all people to receive the mail and for all possible mailing options. For a complete description of the mail creation and sending facilities, read the "Sending Mail" item from the Advanced Mail menu. To see the complete syntax of the SEND command, type "**? send**" in response to the "Command?" prompt.

THE MAIL INDEX

ENTER MAIL begins by displaying a summary of all your pending mail on the screen. The mail is organized from oldest to newest, and each piece of mail (called a mail item) is assigned a 1 to 3 digit number. This summary is called the Mail Index. It is displayed when mail processing begins, and it can be displayed at any time with the show index command. (If there are more than 15 mail items, the index is not displayed at the beginning of mail processing; instead, one line telling you how many mail items exist is displayed). Note that only the index of the mail or file being processed can be displayed. To see the index of a different file, you must enter a GET command to terminate processing of the current mail and begin processing of the specified file.

The form of a Mail Index is:

```
No.   Day    Date      Time      Lines  From and Subject
  1   Tue  02/09/88  10:58 AM     11   III
  2   Fri  02/12/88   3:38 PM     10   ZZZ  Re: software testing
```

The "No." field is the 1 to 3 digit number assigned to the mail item, many ENTER MAIL commands allow you to process mail by this number. The "Day", "Date", and "Time" fields show when the mail was received. The "Lines" field shows how many lines of mail are contained in the mail item. The "From and Subject" field contains the userid of the person sending the mail and the subject of the mail (if specified by the sender). For example, in the mail shown here, Item 1 was sent on Tuesday, February 9, 1988 at 10:58 AM. It contains 11 lines and was sent by user III. Item 2 was sent by user ZZZ who specified a subject of "Re: software testing" for the mail.

Once you begin processing mail, the contents of the Mail Index will change. If you discard a mail item, it is removed from the index and is therefore not displayed by the SHOW INDEX command. Note, however, that the SHOW INDEX DISCARDED command can be used to display mail items that have been flagged for discarding. If you display the Mail Index while processing mail, an "*" will appear in the index next to the item being processed. If an item was at one time held, an "h" will appear in the index next to the item that was held. The fact that a mail item was once held is remembered when mail processing is terminated. The next time the mail data set is processed, the "h" will automatically reappear in its index entry. In the mail described above, assume you have held item 1 and are processing item 2. A SHOW INDEX command would display:

```
No.   Day    Date      Time      Lines  From and Subject
  1 h Tue  02/09/88  10:58 AM     11   III
  2 * Fri  02/12/88   3:38 PM     10   ZZZ  Re: software testing
```

The "h" next to item 1 shows that it was held. The "*" next to item 2 indicates it is the mail item currently being processed. If item 1 had been discarded rather than held, it would not appear in the index.

SUMMARY OF BASIC MAILING COMMANDS

discard -- Discard the mail item being read and move to the next item

file file-name -- File the mail item being read into the specified file

forward -- Forward the mail item being read

get file file-name -- Read mail from the specified file

hold -- Hold the mail item being read and move to the next item

list -- Display the mail item being read

read -- Move to the next mail item

print -- Flag the mail item being read for offline printing

reply -- Reply to the mail item being read

send -- Create mail and send it to one or more persons

show index -- Display the Mail Index

show files -- Display the name and descriptions of all files

PRACTICAL EXAMPLES USING MAIL

The first three examples below show how you might put the mail commands together to accomplish some typical office tasks. The fourth illustrates how to use BITNET to communicate with colleagues at other institutions.

--Scheduling a Meeting

In any organization, meetings are major consumers of that most expensive resource, staff time. Time is consumed, not only by those who attend the meeting, but also by those who make and confirm the arrangements. Anything that can make this process more efficient and lead to more productive meetings will increase the organization's effectiveness.

ENTER MAIL makes scheduling a meeting, sending out reminders and agendas, and distributing the minutes easier. Scheduling a meeting traditionally involves calling everyone who should attend, finding out who can't make it, and calling everyone again. This process is made less efficient if participants are away from their desks and if dates, times, or locations are misunderstood or misremembered. If everyone in the group has access to ENTER MAIL, the process can be eased.

In the following dialog the meeting notice is sent out to six attendees asking them to respond. What the user types is in lower case bold print; the Enter key on the keyboard is pressed after each response.

```
? enter mail(ENTER)
Welcome to the NIH Computer Center's ENTER MAIL

Command? send to ros and haw and daf and cro and lil and vio(ENTER)

Create your mail line by line, press BREAK when finished

1.  ? There will be a meeting of the FAR Council the first(ENTER)
2.  ? week in March; please indicate which dates are convenient(ENTER)
3.  ? for you:  Tuesday, March 1   9:30 am(ENTER)
4.  ?           Thursday, March 3  9:30 am(ENTER)
5.  ?           Friday, March 4    2:00 pm(ENTER)
6.  ? As usual, we will meet in Building 31, Conference Rm. 6.(ENTER)
7.  ? ***(BREAK)

Edit your mail, type END in response to >? when you are done
>? end(ENTER)
MAIL SENT TO ROS
MAIL SENT TO HAW
MAIL SENT TO DAF
MAIL SENT TO CRO
MAIL SENT TO LIL
MAIL SENT TO VIO
If you wish to file this mail, enter the file name
Filename? far(ENTER)
Mail filed, FAR   now contains 640 lines.
```

Filing the mail makes it easy to send it out later to additional people it this is necessary. This is much easier than sending out an additional memo if someone has been overlooked. The ability to file mail points up another major advantage over telephone calls; accurate cumulative records of communications

can be kept and examined whenever needed.

--Confirming Arrangements

The attendees can reply to your mail at their convenience, and if necessary, you can call anyone who has not responded.

When you specify who is to receive the mail on the SEND command, as in the dialog above, no further options are offered. However, if you just type **send** without any options, you will be prompted for a series of options such as "To?" to list those to receive the mail and "cc?" to determine who should receive copies. Pressing the Enter key after an option request causes it to be bypassed.

If you are sending out mail repeatedly to the same list of people (like the members of the FAR Council), the group facility of ENTER MAIL can be used to assign them a 1 - 8 character name (such as "farcncil"), eliminating the need to list each one.

The acknowledge feature of mail is handy if you need to know that someone has read your message but do not need a personal response. This might come up when you send out mail confirming a meeting time, as in the following dialog:

```
? enter mail(ENTER)
Welcome to the NIH Computer Center's ENTER MAIL

Command? send(ENTER)

Create your mail line by line, press BREAK when finished

    1.   ? The FAR Council meeting will be held Tuesday, March 1(ENTER)
    2.   ? at 9:30 am.  The meeting place has been changed to(ENTER)
    3.   ? Building 31, Conference Room 3.(ENTER)
    4.   ? ***

Edit your mail, type END in response to >? when you are done
>? end(ENTER)
Enter the list of ids to receive the mail
To? farcncil(ENTER)
Enter the list of ids to receive copies of the mail
cc? tre(ENTER)
Enter id or ids if someone else is to receive replies
Reply-to?(ENTER)
Enter the userid to receive an acknowledgement
Acknowledge-to? mee(ENTER)
Enter the subject of the message
Subject? FAR Quarterly Meeting(ENTER)
If notification messages should be sent to NIHCU users, reply "yes"
Notify?(ENTER)
If you wish to review the message before it is sent, reply "yes"
Verify?(ENTER)
MAIL SENT TO ROS
MAIL SENT TO HAW
MAIL SENT TO DAF
MAIL SENT TO CRO
MAIL SENT TO LIL
MAIL SENT TO VIO
```

If you wish to file this mail, enter the file name
Filename? **far**(ENTER)
Mail filed, FAR now contains 654 lines.
Command? **end**(ENTER)
End of mail.

When each person in the "farcncil" group reads this mail, an automatic mail message will be sent back to the sender, MEE, confirming this. After a few days, if someone has not been heard from, they could be contacted by telephone.

This process saves time for everyone; telephone calls with their inevitable left messages, lost messages, etc. are kept to a minimum.

--Improving Meeting Effectiveness

The ease of communication via ENTER MAIL often encourages increased transfer of information. For example, everyone knows that sending out an agenda in advance makes for a more effective meeting. It gets people thinking about the subjects to be covered in advance and enables them to come to the meeting better prepared with relevant facts at hand. It may let some potential attendees know that they do not need to come to a particular meeting or, conversely, that they had better do so. Despite this, the hassle and time delays in sending out an agenda through the mail often result in its not being done.

With ENTER MAIL the paperwork and distribution delay are eliminated. The habit of sending out at least an informal agenda becomes nearly universal, and the organization finds that as a result its meetings have become more effective. In the same manner, minutes can be distributed confirming the decisions that have been made to the attendees and, if desired, to a larger audience as well. This offers the side benefit that people, who need to know what happened at a meeting but will not contribute to the discussion, do not need to attend, thus saving their time and making the meeting more dynamic since everyone there is contributing.

At times, ENTER MAIL dialogs can eliminate the need for meetings altogether. Instead of calling a meeting, the person who would like advice before making a decision can describe a proposed action via mail, receive comments, send out a revised proposal, and confirm the final decision, all without the need to gather the individuals involved in one place at one time. Tremendously effective within a local organizational work group, these benefits are compounded when colleagues at distant sites can be included in the ongoing decision process.

This is the sort of sophisticated use of ENTER MAIL that develops over time as the people in an organization realize the power of this communication tool.

--Communicating with Colleagues Using BITNET

ENTER MAIL can be used to send mail to colleagues who are at research and educational institutions across the country and around the world via BITNET. Gateways link BITNET to a host of other networks in this country, Canada, Europe and throughout the world. A complete description of the BITNET facilities is given in the manual Using BITNET at NIH, which can be ordered via ENTER PUBWARE or by contacting the Technical Information Office, Building 12A, Room 1017, telephone (301) 496-5431.

When someone sends you mail via BITNET, it is added to your pending mail and listed when the index is displayed. You can read, forward, reply, etc. just as you would to mail from another NIH user. The only real difference is that the identifier of the person at another institution is somewhat longer. BITNET identifiers are of the form, userid@nodename. At NIH the nodes are NIHCU for the IBM 370 facility and NIHCUDEC for the DECsystem-10. The userids are the user's registered initials; so an NIH user with initials MEE would be known to BITNET as MEE@NIHCU. Before communicating with a colleague at another institution, you will have to find out his or her nodename and userid.

The following example shows how to send mail to a hypothetical scientist at Barnet University. Note that the userid's at other institutions are often longer than the three characters used here at NIH.

? enter mail
Welcome to the NIH Computer Center's ENTER MAIL

Command? **send to aeinstein@barnet**(ENTER)
Create your mail line by line, press BREAK when finished

1. ? **Can you send me a copy of your latest results as soon as**(ENTER)
2. ? **possible?**(ENTER)
3. ? ***(BREAK)

Edit your mail, type END in response to >? when you are done
>? **end**(ENTER)
Mail queued for transmission to AEINSTEIN@BARNET

BITNET users can be mixed with NIH users in a single command; for example:

send to aeinstein@barnet and ros and vio and bmww@uldc

would send mail to two NIH users and two at other nodes.

Group specifications are particularly convenient for sending out mail via BITNET since the addresses are longer. Typing **? group** in response to any "Command?" prompt in ENTER MAIL will give details on how to set up a group.

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Is the "ENTER MAIL at NIH" manual

	YES	NO
Clear?	___	___
Well Organized?	___	___
Complete?	___	___
Accurate?	___	___
Suitable for the beginner?	___	___
Suitable for advanced user?	___	___

Comments: _____

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Please give page references where appropriate. If you wish a reply, include your name and mailing address.

Send to: NIH
Computer Center, DCRT
Technical Information Office
Building 12A, Room 1017
Bethesda, Maryland 20892